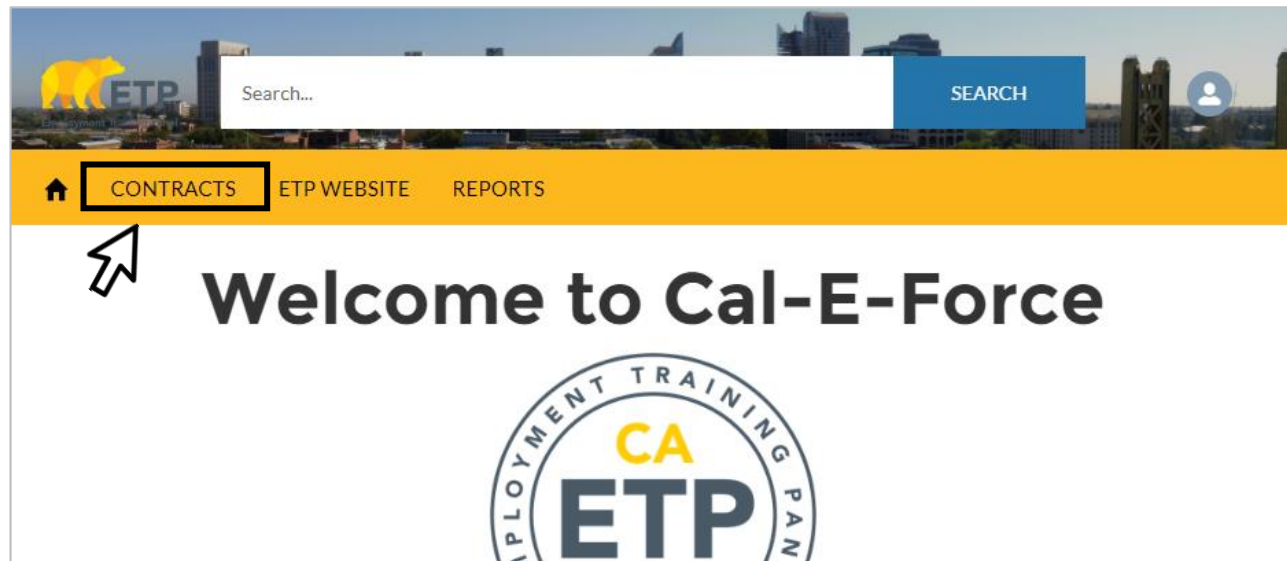
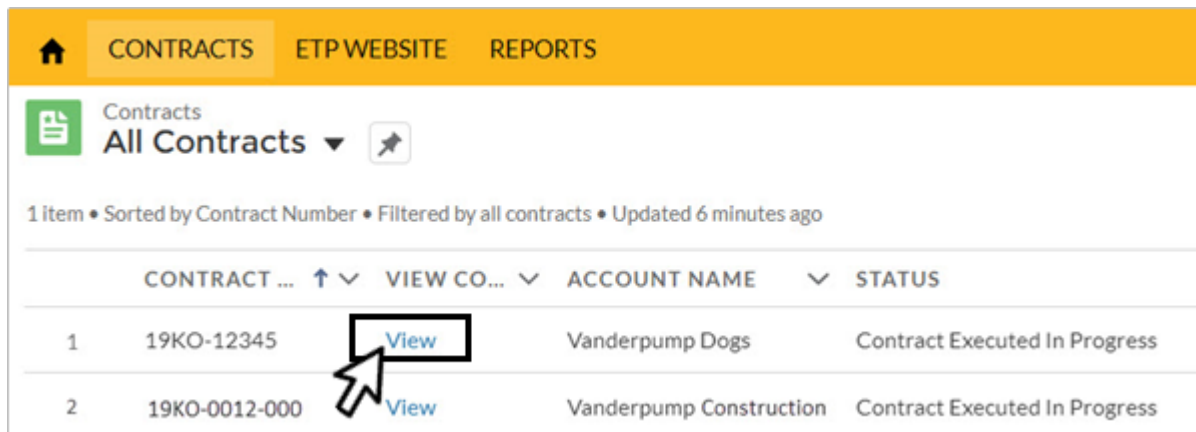


# ETP CAL-E-FORCE REFERENCE CARD – MANUAL CLOSE-OUT PAYMENT

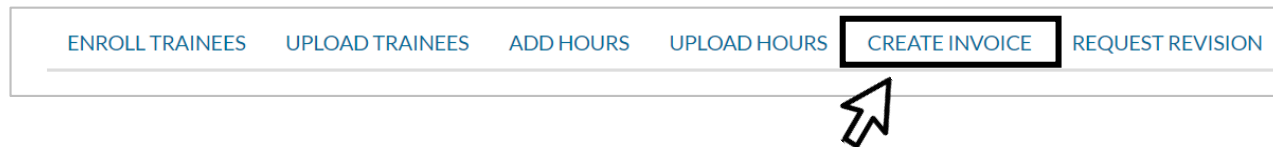
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the 'View' link for the contract you would like to manually submit a close-out invoice. The system will take you to your Contract Details page.



3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.




## ETP CAL-E-FORCE REFERENCE CARD – MANUAL CLOSE-OUT PAYMENT

4. Choose **Closeout** from the invoice types and click **Next**.

### Choose Invoice Type







☐ Progress  
☐ Final  
☒ Close - Out

5. Check the checkbox(es) for the trainee(s) you would like to invoice a final payment for. Ensure all dates and wage data has been entered.

*\*If the  icon appears, see the [Special Review Request](#) section at the end of this document*

### Close-Out Invoice

Search

FIRST NAME	LAST NAME	EMPL... ID	TOTAL HOURS	JOB NUM...	P4	TRAINING COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS
Kristen	Doute	7900	19.25	2	<input checked="" type="checkbox"/>	Apr 3, 2019 	Apr 4, 2019 	Jul 3, 2019 	\$14.75	\$2.00
Stassi	Schro...	7901	19.25	2	<input checked="" type="checkbox"/>	Apr 3, 2019 	Apr 4, 2019 	Jul 3, 2019 	\$16.00	\$0.70

6. Click the **Next** button at the bottom of the page.

## ETP CAL-E-FORCE REFERENCE CARD – MANUAL CLOSE-OUT PAYMENT

7. The system will provide you with a summary of the progress payments that have been submitted and any errors messages.

### Vanderpump Dogs - 12

Invoice Date  
2019-06-17

Contract Number  
19KO-12345

Total Amount Requested  
**\$119.63**

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
Final	2	1	\$119.63

8. Click the **Submit** button to complete your upload.

[Previous](#)

[Back to Contract](#)

[Discard Invoice](#)

[Submit](#)



9. You will now be taken to the **Invoice Details** page for the invoice you successfully submitted.



Invoice  
**1**

Status



Requested

[Back To Contract](#)









[19KO-12345](#)

# ETP CAL-E-FORCE REFERENCE CARD – MANUAL CLOSE-OUT PAYMENT

## SPECIAL REVIEW REQUEST

1. If the  icon appears to the right of a trainee, the trainee does not fall within the set guidelines for a close-out invoice. Scroll over the  to view help text with the reason for the special review.


### Close-Out Invoice



FIRST NAME	LAST NAME	EMPL... ID	P4	TRAINING COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS
Kristen	Doute	7900	<input checked="" type="checkbox"/>	Apr 3, 2019 	Apr 4, 2019 	Jul 3, 2019 	\$14.75	\$2.00
Stassi	Schro...	7901	<input checked="" type="checkbox"/>	Apr 3, 2019 	Apr 4, 2019 	Jul 3, 2019 	\$12.00	\$0.70  

Special Review Reason: Health benefit + post wage should be greater than minimum wage

2. To remove the trainee from the invoice, uncheck the checkbox next to their name.

FIRST NAME	LAST NAME	EMPL... ID	TOTAL HOURS	JOB NUM...	P4
Kristen	Doute	7900	19.25	2	<input type="checkbox"/>
Stassi	Schro...	7901	19.25	2	<input checked="" type="checkbox"/>

3. If you would like to submit the trainee for special review, click on the  icon, fill out the **Special Review Notes** indicating why the trainee should be approved for the invoice, and click the **Save** button.

### Special Review Notes

Enter Special Review Notes....